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Inv.

31 October 1956

Chief, Management Staff

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 10 October 1956

I. WORK COMPLETED

- a. "Operational Backlog"
Report showing the status as of 30 September 1956 of all employee suggestions received from 26 March 1952 through 31 December 1955 is attached. It shows that 97% (2135 of 2203 received) have been closed out and that only 3% (68 of 2203) are still being processed.
- b. Promotion and Publicity
(1) On 9 October C/SAS visited CSC and showed Mr. [REDACTED] our all-employee Incentive Awards newspaper (previous clearance obtained from OS) and described to him our program of promotion and publicity. Charts were obtained showing Government-wide results of IA Program for FY 1956.
- c. (2) Primarily as a result of the distribution of all employees of the CIA Awards News, "Honors and Suggestions", on 28 September, the number of suggestions received this week increased to 21 from a previous average of 10 per week.
- c. Training
On 10 October Mr. [REDACTED] attended the Inter-Agency OAM Conference Luncheon and heard Mr. John Corson of the McKinsey and Company firm of management consultants speak on "Organization Analysis". (4 hours)
- d. Personnel
Miss [REDACTED], Personnel Assistant, GS-9, reported 5 October for duty in SAS on indefinite detail from OP.

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II. WORK IN PROCESS

- a. Suggestion Program for U. S. Field
Obtained GSA's IA Manual and samples of their Employee Suggestion Register log sheets for distribution through OL to [REDACTED] in connection with establishment of US Field Suggestion Program. Instructions to be issued to [REDACTED] during coming week.

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- b. First Quarter Report to DDC
Artwork for charts due for completion by 17 October.
- c. Suggestion Awards Exhibit at Intelligence Products Exhibit
Completed work on exhibit to be shown at OIR's Exhibit 11
October.
- d. FR 20-635, Honor and Suggestion Awards
Completion of draft and coordination with DDP scheduled
for 26 October.

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Attachments (2)